

BY SPEED POST

F.No. 7(1)/2//2006/NMCC
Government of India
National Manufacturing Competitiveness Council
(Ministry of Commerce & Industry)

Vigyan Bhawan Annexe, New Delhi-110011.
Dated the 14th September, 2006

Subject: Tender for Printing of Letter Heads/D.O. letter Heads, Visiting Cards, File Cover, Slip Pads and other stationery items for the National Manufacturing Competitiveness Council (NMCC), New Delhi.

Sealed tenders are invited for Printing and supply of Letter Heads, D.O. Letter Heads, Visiting Cards, Slip Pads, File covers and other stationery items (*listed in the Annexure*) to the National Manufacturing Competitiveness Council (NMCC), Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi, as per terms and conditions given below:

The terms and conditions:-

- (a) Late submission of tenders will not be accepted. NMCC reserves the right to reject any or all quotations without assigning any reason therefor.
- (b) The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms & conditions contained herein and submit the same along with the bid.
- (c) The TAN number of the firm may be indicated. The tender of the firm who does not have TAN number will not be considered.
- (d) The Printers are required to quote comprehensive cost and shall arrange for all materials and machines required for execution of the job.
- (e) Rates should be quoted strictly as per the tender specifications and should be valid for a period of minimum one year or till finalization of next tender and any deviation from the given specification shall not be considered at all.

.....2/-

- (f) The Earnest Money of Rs. 2,000/- (Rupees two thousand only) through a Demand Draft from any scheduled National/International bank in Delhi/New Delhi drawn in favour of Chief, NMCC, New Delhi must accompany the quotation letter. Quotation received without earnest money will not be considered.
- (g) The Earnest Money will be refunded to the unsuccessful bidders without any interest. However, Earnest Money deposited by the successful tenderer will be kept as Security Deposit. The same will be refunded without any interest after the successful completion of the contract.
- (h) Non-acceptance of contract by the successful tenderer will also result in forfeiture of Earnest Money and subsequent disqualification for participation in any future tender in the NMCC. Similarly, Non-compliance of terms and conditions will result in cancellation of the contract and forfeiture of Security Deposit.
- (i) The ordered printed material has to be supplied within a period of three days from the placement of the purchase order and as per the specifications. If the items printed/supplied are not found according to the specifications, the same will not be accepted. The defective Printing material will be replaced by the supplier at his own cost. NMCC shall not be liable for any compensation whatsoever.
- (j) The normal schedule of payment is 30 days from the date of receipt of bill in NMCC. The payment will be made through A/C payee cheque only.
- (k) The accepted rates will remain operative for a period of one year from the date of awarding the contract. No escalation in rates, whatsoever reason, statutory or otherwise, will be allowed. However, extension of the contract for the next year or part thereof will be considered keeping in view the satisfactory performance of the firm.
- (l) Sub letting of the job or part thereof shall not be allowed in any way. The contractor will abide by the terms & conditions of the tender strictly.

- (m) Notwithstanding anything contained herein, NMCC also reserves the right to terminate the contract at any time or stage during the period of contract without assigning any reason therefor and without incurring any financial liability whatsoever to the Contractor.

2. The tender in sealed cover prominently marked as “Tender for supply of Printed Stationery items” addressed to the Chief, NMCC, should reach the undersigned latest by 1500 Hrs 25th September, 2006. The Quotations will be opened on the same day at 1600 hrs in Room No. 242, Vigyan Bhawan Annexe, New Delhi-110011. One duly authorized representative of each bidder would be allowed to participate in the opening of the tender.

3. The samples of the above items can be further inspected in Room No. 235, Vigyan Bhawan Annexe between 1100 hrs to 1300 hrs on all working days. Tender received after due date and time will not be entertained.

(S.S. Madan)
Deputy Chief
Telefax : 2302-2535
E-mail: ss.madan@nic.in

Annexure

- (a) Confidential/Most Immediate/ For signature/ Rajya Sabha/ Lok Sabha Slips.
- (b) Slip Pads for Meeting purpose – 20 ruled sheets of A-8 size with cover duly printed with the name of the Council in Hindi & English languages.
- (c) White Envelope SE-5, SE-6, SE-8 and A-4 with Address of the Council to be printed thereon.
- (d) White Window Envelope of SE-5 and SE-6 with Address of the Council to be printed thereon.
- (e) Brown Envelope SE-5, SE-6, SE-8 and A-4 (with Plastic quoting inside), with Address of the Council to be printed thereon.
- (f) DO Letter Heads of A-4 and A-5 sizes with National Emblem in golden embossed with Officer's name and Council's address printed thereon.
- (g) DO Letter Heads A-4 and A-5 with National Emblem in coloured ink printing and Council's address printed thereon.
- (h) Letter Heads ordinary of A-4 and A-5.size on Bond Paper with Council's address printed thereon.
- (j) Envelope of A-4 size (with plastic quoting inside) with address of the Council duly printed thereon.
- (k) SE-8 Envelopes with cloth coating from inside and National Emblem and name and address of the Council printed thereon.
- (l) Plastic Folder (Solo-101) with National Emblem and name and address of the Council printed thereon.
- (m) Visiting Card Ordinary – one side printed / both side printed
- (n) Visiting Card (Executive) with Golden Ashok Emblem-one side printed / both side printed
- (o) Printed Remarks slip for Officer's Desk of different size
- (p) File Cover printed with Council's address as per sample.